



Department of
Administrative Services

Professional Development

Providing Training for
State Purchasing Professionals

Customer Focused, Performance Driven

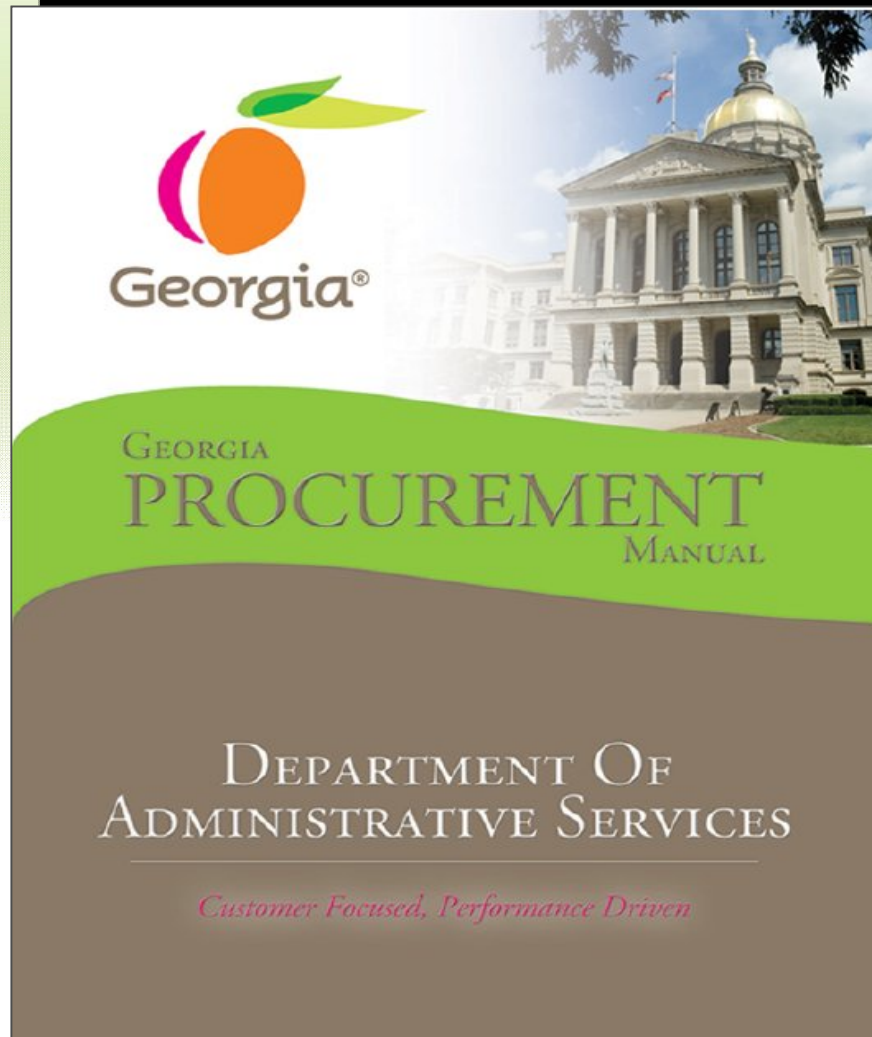


Recent Updates to the *Georgia Procurement Manual* August 2011

Department of Administrative Services
State Purchasing Division

statepurchasing.doas.georgia.gov

Recent Updates to the *Georgia Procurement Manual*



The purpose of this webinar is to:

- Review prior Official Announcements incorporated into the July GPM Update
- Review recent policy changes
- Highlight effective dates
- Answer questions

SPD Official Announcement #04-11

SPD-SP054 Immigration and Security Form GPM Chapter 3, Section 3.5.1.3



IMMIGRATION AND SECURITY FORM (GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)

Contractor's Name:	
State Entity's Name:	
State Solicitation/ Contract No.:	

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the State Entity, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the State Entity at the time the subcontractor(s) is retained to perform such service.

EEV / E-Verify™ User Identification Number

BY: Authorized Officer or Agent
(Contractor Name)

Date

Title of Authorized Officer or Agent of Contractor

- Only applies to construction/public works

Reminders:

- Must be notarized
- Required from all subcontractors (including subs through EZIQC statewide contract)
- Must be received **PRIOR** to solicitation closing date/time

Official Announcement #04-11 was issued March 21, 2011 and incorporated into the GPM July 2011

SPD Official Announcement #05-11: Renewals



Exercising Contract Renewal Options...

GPM Chapter 7, Section 7.6.2 provides...

“Effective July 1, 2011, state entities must process a change order to an existing purchase order (in lieu of creating a new purchase order) when encumbering funds for a new contract renewal unless SPD grants a written exception.”

Official Announcement #05-11 recognized an exception to this rule for any state entity that does not have the system capability to copy in the contract renewal from an electronic requisition where the information has already been entered.

Official Announcement #05-11 was issued May 2, 2011 and incorporated into the GPM July 2011

SPD Official Announcement #05-11: Training



Training Deadlines Extended *GPM Chapter 8, Section 8.4.1, Table 8.3*

Certification	New Deadline
Basic Certification	December 15, 2011 for existing staff 8 months of hire for new staff
RFP Certificate	8 months of completing Basic Certification

Official Announcement #05-11 was issued May 2, 2011 and incorporated into the GPM July 2011
Change from 6 months to 8 months was a new change effective July 2011

List Serve Announcement May 26, 2011

Georgia Procurement Registry Email Notices GPM Introduction, Section I.3.3

Team Georgia Marketplace
Georgia Procurement Registry

[HOME](#) [CONTACT US](#) [SUPPLIERS SEARCH](#)

Recently Awarded	New Opportunities	Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile
CBOC Sitework & CEP Heat Exchange Repairs View Award Information	23851296- Soybean Hulls Closes on Aug 11, 2011	Access Team Georgia Marketplace to register and Manage your Bidder/Supplier Profile
Health Sciences Building, Ogeechee Tech. College View Award Information	23831213- #2 Yellow Corn Closes on Aug 16, 2011	
SOLE BRAND - CYBEX FITNESS EQUIPMENT		

SEARCH CRITERIA

The following search criteria may be used in any combination. If there are no Solicitation Events that meet ALL of the selected criteria, no Events will be displayed in the search results.

Type of response required

☒ ALL
☐ ELECTRONIC RESPONSES
☐ PAPER RESPONSES

Event Status

OPEN

Government Type

ALL GOVERNMENT TYPE

Select Government Entity

ALL GOVERNMENT AGENCIES

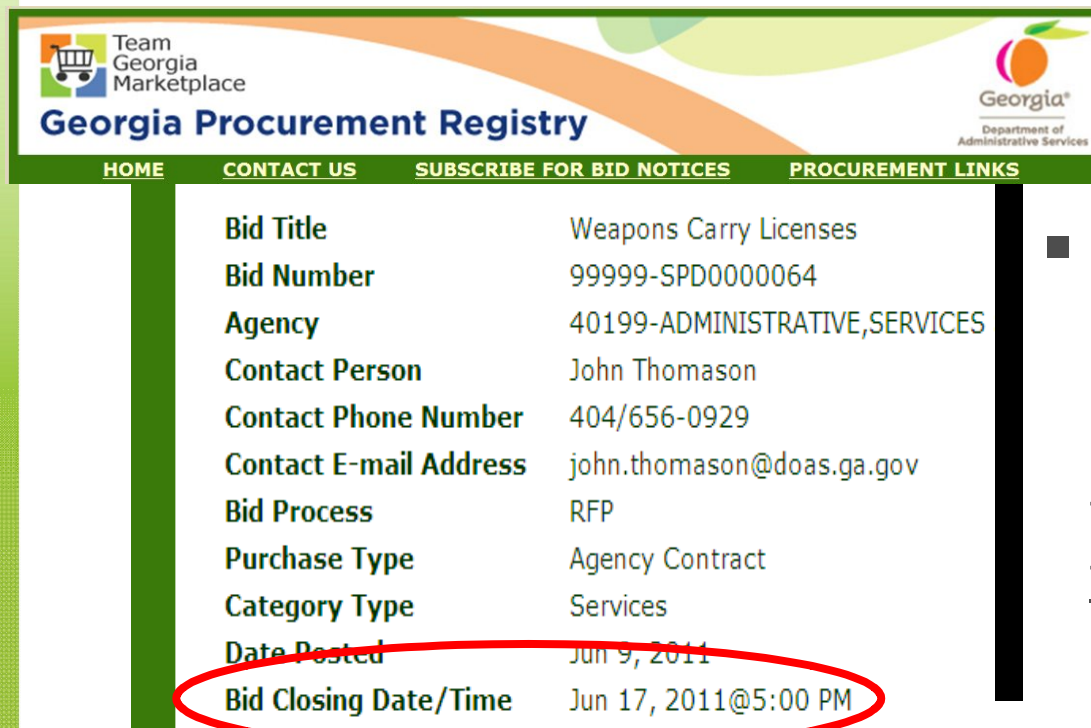
Search Title and Description

- Effective July 1, 2011, DOAS will no longer assess a fee for suppliers desiring to receive email notices of new solicitations posted on the GPR

The List Serve announcement was issued May 26, 2011 and incorporated into the GPM July 2011

New Revision: Closing Date & Time

Solicitation Closing Date GPM Chapter 3, Section 3.5.2.1



The screenshot shows the Georgia Procurement Registry website. The header includes the 'Team Georgia Marketplace' logo and the 'Georgia Procurement Registry' title. The navigation bar has links for HOME, CONTACT US, SUBSCRIBE FOR BID NOTICES, and PROCUREMENT LINKS. The main content area displays bid details for 'Weapons Carry Licenses'. The 'Bid Closing Date/Time' is circled in red.

Bid Title	Weapons Carry Licenses
Bid Number	99999-SPD0000064
Agency	40199-ADMINISTRATIVE,SERVICES
Contact Person	John Thomason
Contact Phone Number	404/656-0929
Contact E-mail Address	john.thomason@doas.ga.gov
Bid Process	RFP
Purchase Type	Agency Contract
Category Type	Services
Date Posted	Jun 9, 2011
Bid Closing Date/Time	Jun 17, 2011@5:00 PM

- In the event of a conflict between the solicitation closing date/time as posted on the GPR and the solicitation documents, the GPR rules

Issued July 2011 through release of updated GPM

New Revision: \$5,000 Competitive Bidding Rule

\$5,000 Competitive Bidding Threshold GPM Chapter 1, Section 1.3.4.5

- Purchase of \$5,000 or more must be competed
- DOAS will no longer aggregate individual purchases throughout the year to determine compliance
- Deliberate splitting of purchases is still prohibited

Announced July 2011 and will become effective September 1, 2011

New Revision: New DPA Increase Form

Increasing Delegated Purchasing Authority GPM Chapter 8, Section 8.3.2

- On September 1, 2011, DOAS will post SPD-OP008 Permanent Increase to RFP DPA Request
- Form is used to request a permanent increase to the state entity's current RFP DPA up to \$5 million
- Completed forms will be sent to processimprovement@doas.ga.gov
- In reviewing such requests, the SPDAC will give consideration to those state entities' who have successfully conducted one or more RFPs and who have successfully completed SPD's RFP training courses

Announced July 2011 and will become effective September 1, 2011

Questions



Additional questions may be submitted to DOAS via email at processimprovement@doas.ga.gov

Thank you!

